THE NAVAJO NATION

VOTER MACHINE TECHNICIAN

DEFINITION: Under general supervision, performs technical duties of moderate difficulty in the programming, inspection, repair, maintenance and overhaul of voting machines; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Locates trouble, disassembles, repairs, reassembles, cleans and adjusts voting machines and equipment; performs tests to ensure that machines are working properly; maintains repair and maintenance records on voting machines and equipment; performs preventive maintenance/servicing to replace worn and improperly working parts, cleans counters, lubricates voting machines; maintains inventory of parts; purchases additional replacement parts when necessary; develops and programs machines using appropriate election management systems to generate election data and results.

Delivers voting equipment to chapter poll sites and programs and tests operations; responds to calls when voter machines malfunction; conducts poll official training on the proper operation of voting equipment; retrieves election results from machines memory system to conduct recounts; prepares ballot layout; arranges distribution of supplies; provides ballot security, storage and final disposition; delivers legal notices; provides service of process and ensures that such services are legally adequate; performs clerical support, such as typing, filing and drafting correspondence; answers telephone and assists clients.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the design, basic principles, operating characteristics of voting machines and equipment.
Knowledge in repairing and fabricating replacement parts.
Knowledge in interpreting manufacturer parts catalog, operating/repair manuals, diagrams and blueprints.
Knowledge of computer hardware and software components.
Knowledge in isolating network system faults to software/hardware problems.
Knowledge of Navajo Nation Election Code and procedures.
Skill in communicating effectively orally and in writing.
Skill in maintaining an effective working relationship with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the lifting, carrying, and stocking of voter machine parts and supplies weighing up to 80 pounds. Work involves frequent travel to poll sites during elections.

MINIMUM QUALIFICATIONS: An Associate's degree in Computer Science, Computer Information Systems or related field; and two (2) years of experience in a data processing environment or in electronic repair work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.